
Securities and Exchange Commission
Office of Information Technology



SEC Internal Guide for Using the E-mail Encryption Solution

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What is the E-Mail Encryption Solution?

The SEC E-Mail Encryption Solution allows External Users to compose encrypted e-mails to SEC users by using the E- Mail Encryption Solution.

The functionality covered in this guide is:

- ☐ How to address an encrypted email message to an External User
- ☐ How an External User can use the e-mail encryption solution to create a secure e-mail inbox.
- ☐ How the External User can read, send and receive e-mail messages to/from an SEC employee using the secure e-mail encryption solution.
- ☐ What the External User must do to create an e-mail message.
- ☐ What the External User must do to attach a file to an encrypted e-mail message.

How to Create an Encrypted Email Message Using Smail

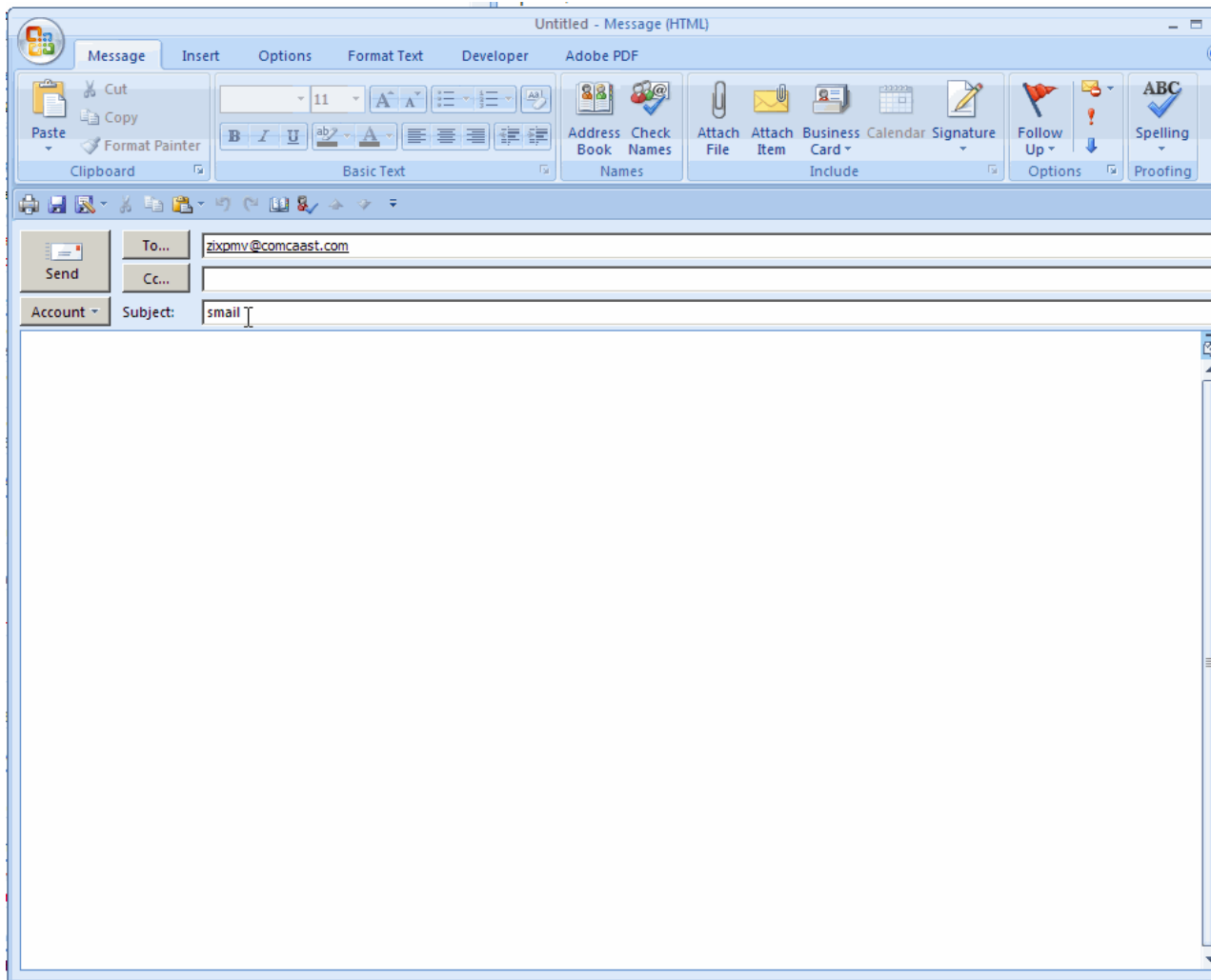
Smail provides the SEC community a new method for delivering and receiving secure e-mail from users who do not have the encryption capability.

With this solution, users (internal and external) can receive a secure e-mail directly into their inbox ***regardless of what of type of email system is used.***

Smail allows you to send secure and encrypted email message from your SEC Microsoft Outlook account to anyone external to the SEC. This solution also allows External Users to compose encrypted emails to SEC users by using Smail.

To send an email using Smail:

1. Open Outlook.
2. Click **File/New/Mail Message** or click on the **New** icon.
3. A New Mail Message window will open. Type "**smail**" anywhere in the Subject line. This must be done in order to encrypt the e-mail.
4. After entering smail, you can enter any subject information you like into the subject field, create your message and attach files.
5. Click the **Send** icon.



How to Create an E-mail Account

In order for an External User to communicate with an SEC employee, he/she must create a special e-mail account to send and receive e-mail to/from the SEC.

1. In order to create an e-mail account, the External User must first receive an encrypted e-mail message from an SEC user. When the user clicks on the message, they will receive an invitation to view the secure message and can click on the link to register for an account. Click the **"Click Here"** link.

You have a U.S. Securities and Exchange Commission Secure Email message from someone@sec.gov.

To view the secure message, [click here](#).

Do not reply to this notification message. This notification message was auto-generated by the sender's security system. To reply to the sender, please go to your secure message by clicking on the link above.

The secure message expires on Apr 04, 2011 @ 01:52 PM (GMT).

NOTE: If your mail program does not support active links, you can view your secure message by copying and pasting the text below into the "Address" or "Location" bar of your Internet browser and press "Enter" or click "Go".

<https://web1.zixmail.net/s/e?b=sec&m=ABDTiMfWPQYQionZ6KbhJaYp&c=ABAomC1mqYbLKmXpSTzLPbL&em=belwork%40msjr%2ecom>

2. In the registration window, create a password and a password reminder phrase and then click **Submit Password**.

Register below for your mailbox to send and receive secure messages.

Email Address:

Password:

Re-enter Password:

Password Reminder Phrase:
 Choose a word or phrase that will help you remember your password.

For Customer Support, email us at support@zixcorp.com.

Password Rules

Passwords must be at least 6 characters in length, and meet 2 of the following conditions:

- Contain both alphabetic and numeric characters
- Contain both uppercase and lowercase characters
- Contain at least one special character, such as: ~!@#\$%^&

To create passwords use the following structure:

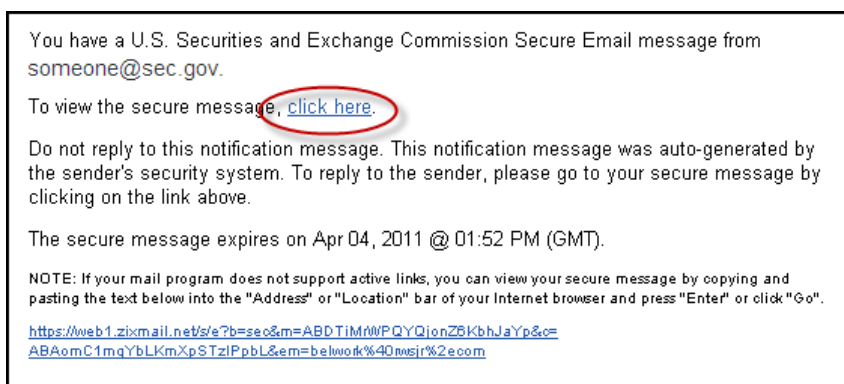
- ☐ Alphabetic and numeric characters
- ☐ Uppercase and lowercase characters
- ☐ At least one special character such as: \$@!&#

3. Add this web link <https://web1.zixmail.net/s/login?b=sec> to your Favorites list, so you can easily enter your e-mail account in the future.

Reading an Encrypted E-mail Message

To read an e-mail message sent by an SEC user:

1. Click the “**Click Here**” link in the e-mail message from the SEC user



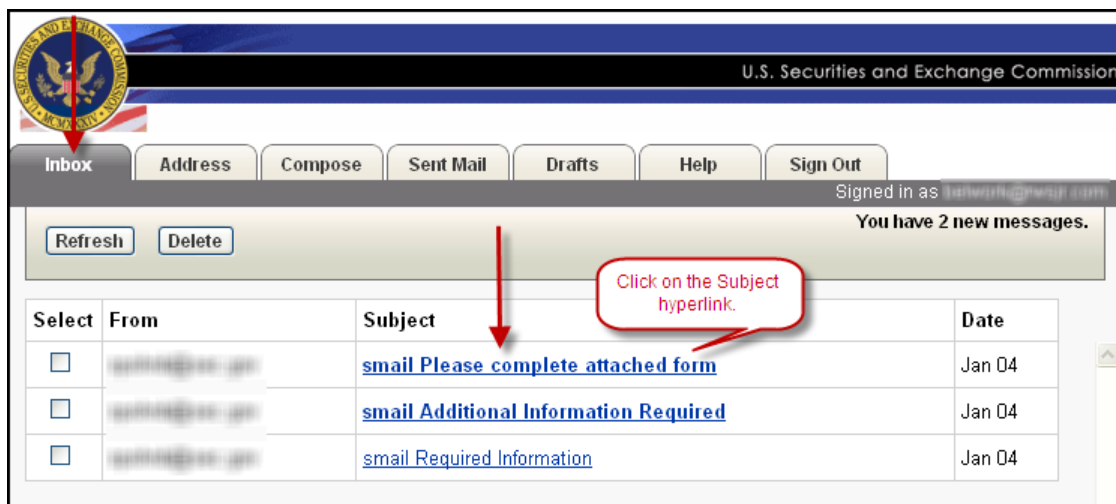
OR

Open Internet Explorer or other web browser application and navigate to the secure e-mail website (<https://web1.zixmail.net/s/login?b=sec>).

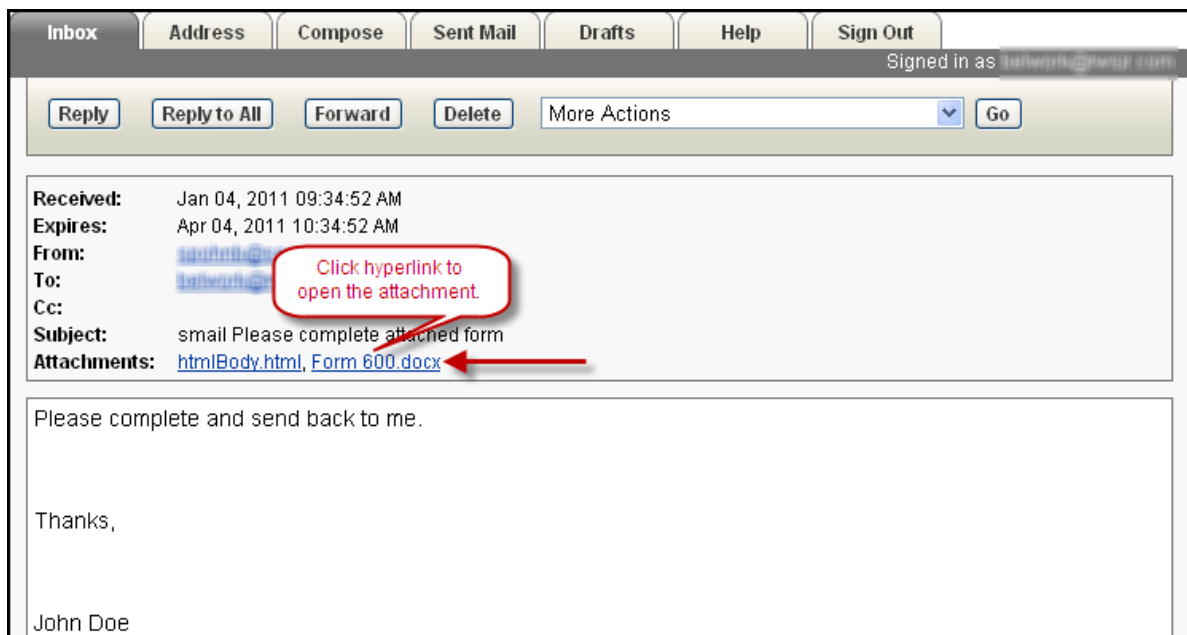
2. When the logon screens appears, enter the ID (e-mail address) and password.

A screenshot of the U.S. Securities and Exchange Commission's Secure Email Portal login page. The page has a blue header with the SEC logo and the text "U.S. Securities and Exchange Commission". Below the header, it says "Welcome to the U.S. Securities and Exchange Commission's Secure Email Portal". There is a login form with fields for "Email Address:" and "Password:". The "Email Address:" field is highlighted with a red box. Below the "Password:" field is a "Forgot your password?" link. A red arrow points to the "Sign In" button. To the right of the login form is a box titled "U.S. Securities and Exchange Commission Secure Email Registration" with the text "For first time users, [click here](#) to create your account." At the bottom of the page, there are links for "Change your password" and "Use online help", and a note "For Customer Support, email us at support@zixcorp.com".

3. Click **Sign In**.
4. After signing-in to the United States Securities and Exchange Commission (SEC) Encrypted E-mail Portal, the Inbox will appear.
5. To read an Encrypted e-mail message, click on the **hyperlink** located under the **Subject field** as illustrated below.



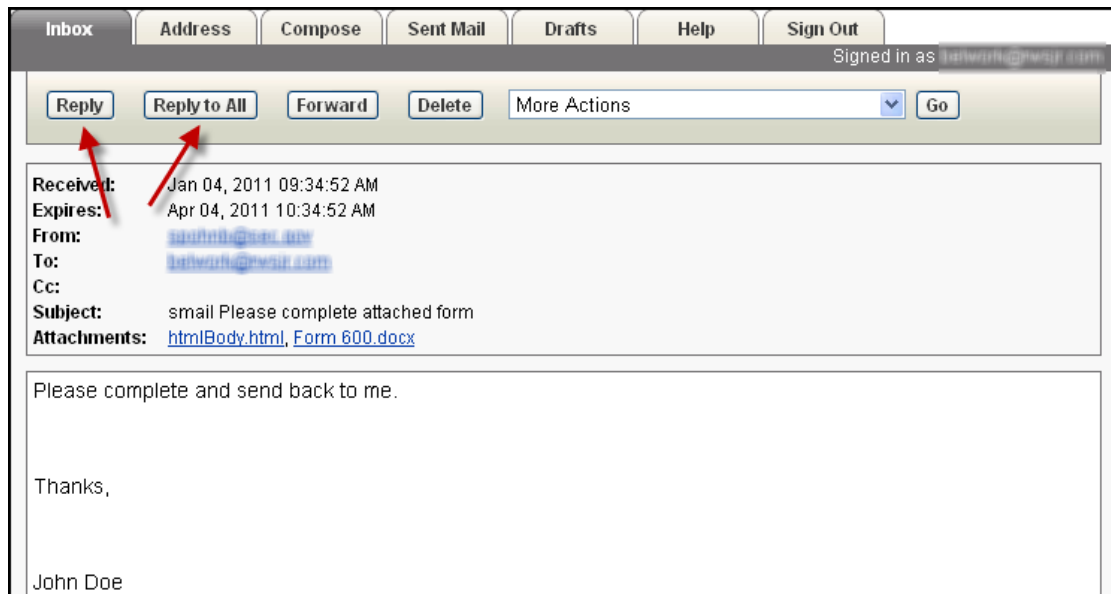
- To open and view an attachment received in the Encrypted E-mail, click on to the **hyperlink** under the **Attachment** field to open.



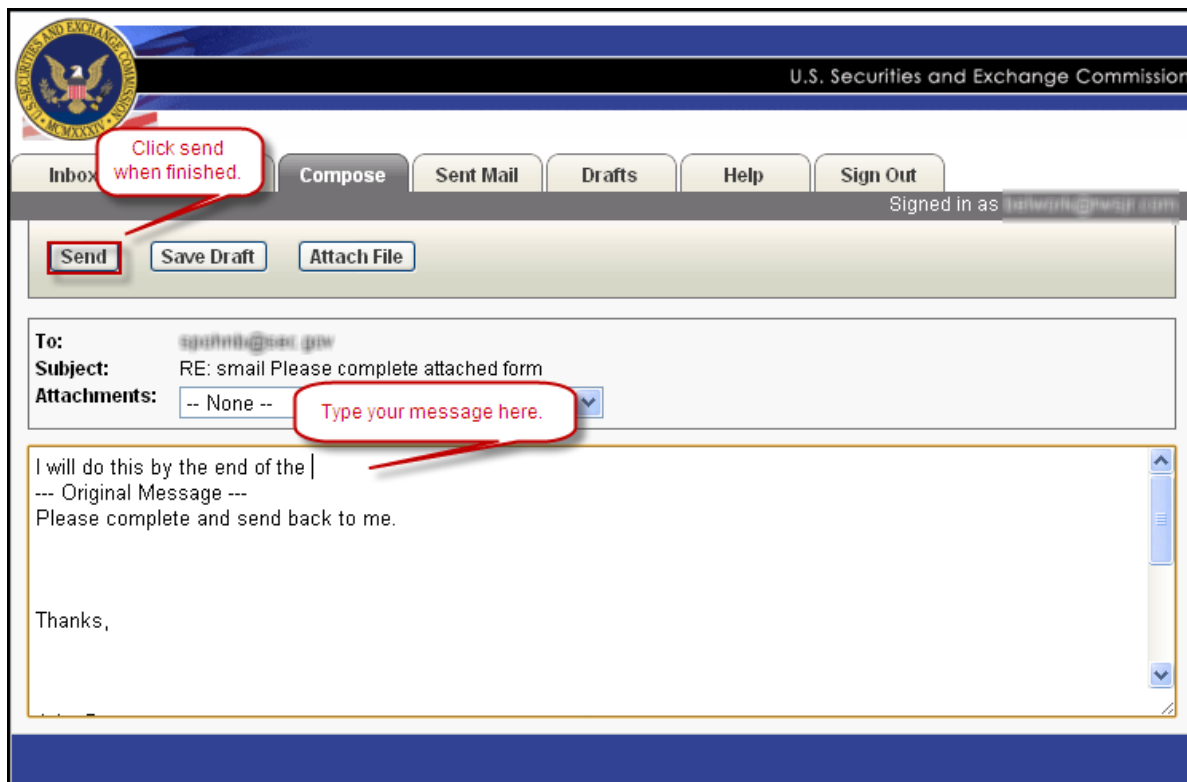
Replying to an Encrypted E-mail Message

To reply to an e-mail message:

1. Click the **Reply** or **Reply to All** buttons as shown in the opened e-mail below.



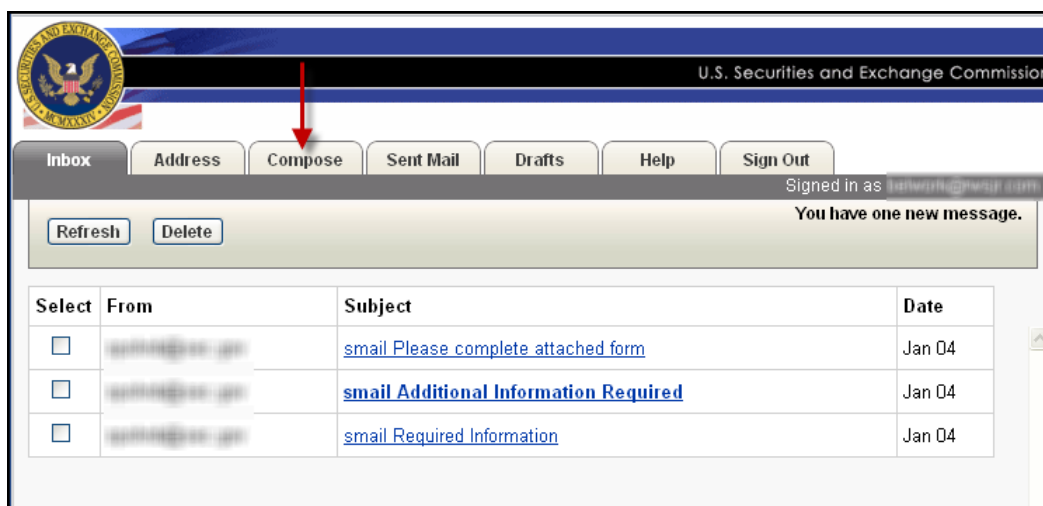
2. Enter your message text and click **Send** when finished.



Creating an Encrypted E-mail Message

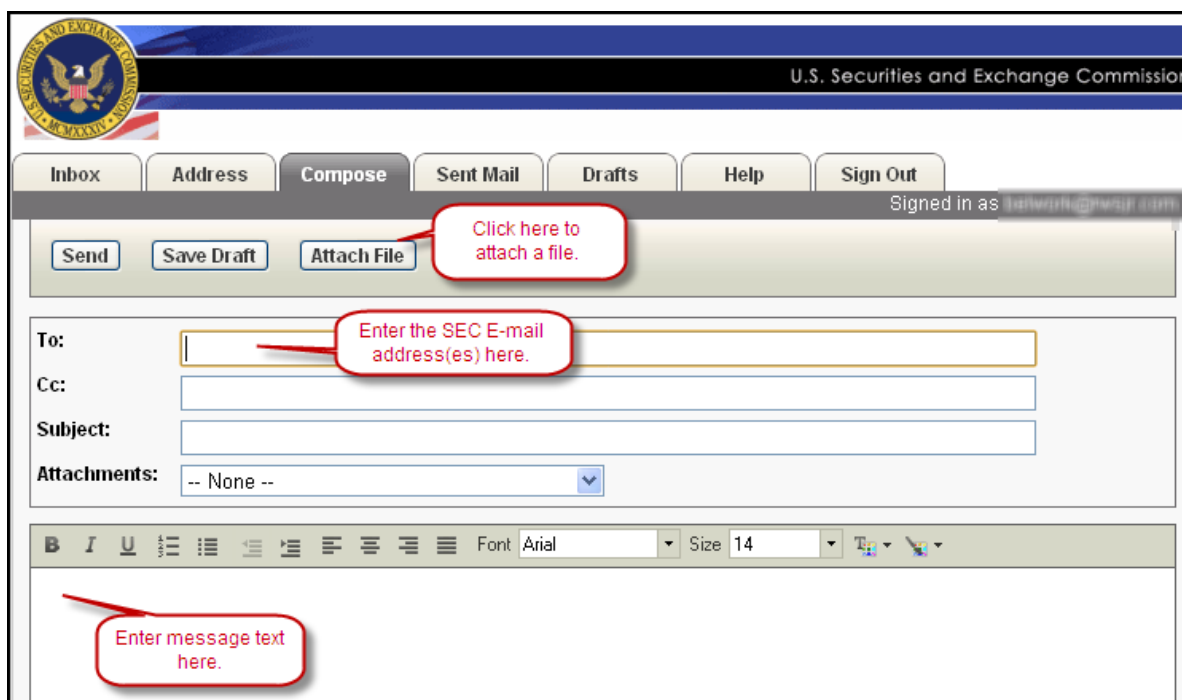
To compose an encrypted e-mail message:

1. Click the **Compose** tab within the Inbox.



2. In the **To** field, enter the e-mail address(es) for the mail recipients. Separate each e-mail address with a comma or semi-colon.
3. Click on **Cc** to add additional mail recipients, and then enter a **Subject** for your message.

Note: An External user can only send encrypted mail to a SEC e-mail address (i.e.name@SEC.GOV). All mail sent from the SEC secure portal is automatically encrypted regardless of its content.



4. To attach one or more files, click on the **Attach File** button.
5. Click on the **Choose File** button to search for the file.

Attach File

To attach a file, browse to each file you want to attach, then click Add File. Click Attach when finished. You may attach as many as 10 files up to a total of 15 MB.

Attach Files:

Choose File No file chosen

Add File

Attachments:

-- None --

Attach

6. After the file is located, click **Add File**. The file(s) will appear in the Attachments window. To remove a file, click on the file in the Attachments window and click **Remove File**.
7. After all attachments have been added, click **Attach**.

Note: You may attach as many as 10 files up to a total of 15 MB.

Attach File

To attach a file, browse to each file you want to attach, then click Add File. Click Attach when finished. You may attach as many as 10 files up to a total of 15 MB.

Attach Files:

Choose File No file chosen

Add File

Attachments:

confirmation_letter_html16788813.PDF

Remove File

Attach

8. Complete the body of the message, and then click the **Send** button. The message will be sent to the SEC user.

U.S. Securities and Exchange Commission

Inbox Address Compose Sent Mail Drafts Help Sign Out

Signed in as jane.doe@sec.gov

Send Save Draft Update Attachments

To: [Redacted]

Cc: [Redacted]

Subject: Information you requested

Attachments: confirmation_letter_html16788813.PDF Remove File

B I U [Icons] Font Arial Size 14 [Icons]

Here is the information you requested.

Thanks,
Jane Doe

Things to Remember

- ☐ You can attach up to 15MB of information, up to 10 files of 1.5 MB each.
- ☐ All unread messages will be removed from the Encrypted e-mail inbox in 60 days.
- ☐ Each message will have the date of its expiration at the bottom of the message.
- ☐ An External User can only send encrypted mail to an SEC mail address (i.e. name@SEC.GOV).
- ☐ Attachment files may contain financial or sensitive information.
- ☐ The SEC secure portal e-mail will automatically encrypt mail text and attachments.



Smail and Zixmail

Quick Guide – Getting Started

If you work with someone at the U.S. Securities and Exchange Commission (SEC) and need to send and receive sensitive email, you will very likely receive a message from Zixmail to get you started. This Quick Guide shows you how to get started in Zixmail so that you can securely send and receive messages and documents to and from your contact at the SEC.

Contents:

Set up Your Account..... 1

Log in to Your Account..... 3

Use Zixmail to Send and

Receive Mail.....3

Set up Your Account

You're reading this Quick Guide because someone at the SEC has either sent or is about to send you "Smail," which is the SEC's version of Zixmail. When that happens, you will receive a message that looks something like this:

New ZixCorp secure email message from U.S. Securities and Exchange Commission
Secure Email

Open Message

To view the secure message, click Open Message.

The secure message expires on Oct 17, 2018 @ 05:48 PM (GMT).

Do not reply to this notification message; this message was auto-generated by the sender's security system. To reply to the sender, click Open Message.

If clicking Open Message does not work, copy and paste the link below into your Internet browser address bar.

<https://zixmail.net/secure-email-ABCK1-1uDhuil-2QuakunCy2to2em-0lwu-vi%58-unnq%5C>

All you need to do to get started is click on the **Open Message** button or the link in your email, or copy and paste the link into your internet browser address bar. The web page that opens will look like this:

Register Account
Register below for your mailbox to send and receive secure messages.

Email Address:
last_first@firm.com

Password:

Re-enter Password:

Password Rules
Passwords must be at least 6 characters in length, and meet 2 of the following conditions:

- Contain both alphabetic and numeric characters
- Contain both uppercase and lowercase characters
- Contain at least one special character, such as: ~!@#\$%^&

To create an account, enter a password and then re-enter it. Your email address will be auto-populated based on the email where the message was sent. Then click on **Register**. You will receive another email to your registered email address. Return to your email to find it, and click on the link to confirm your registration. *(The link used below is a sample. Please return to your own email to find the link for your personalized account.)*

Your U.S. Securities and Exchange Commission Secure Email password is pending.

To activate or decline your new password, click the link below:

<https://web1.zixmail.net/s/passwordresetconfirmation?b=sec&cmd=ABDs3UhFFuhFnFfZrSqP2AQk>

If the link above is disabled, copy and paste it into your Internet browser address bar.

This will return you to Zixmail, where you may Activate or Decline your password. Click on the **Activate** button.

To activate your new password, select the button below:

To decline your new password, select the button below:

You should see an **Activation Successful** note. Click on the **Continue** button to log in.

Activation Successful

You have successfully activated your new password. Click Continue to return to the Sign In page.

Note: Your password is important. Please store it in a safe place.

Log in to Your Account

Once you click on **Continue**, you will be taken to the login page. **Bookmark this page**. The easiest way to find your way back to Zixmail in the future is to have this page bookmarked in your “Favorites.”

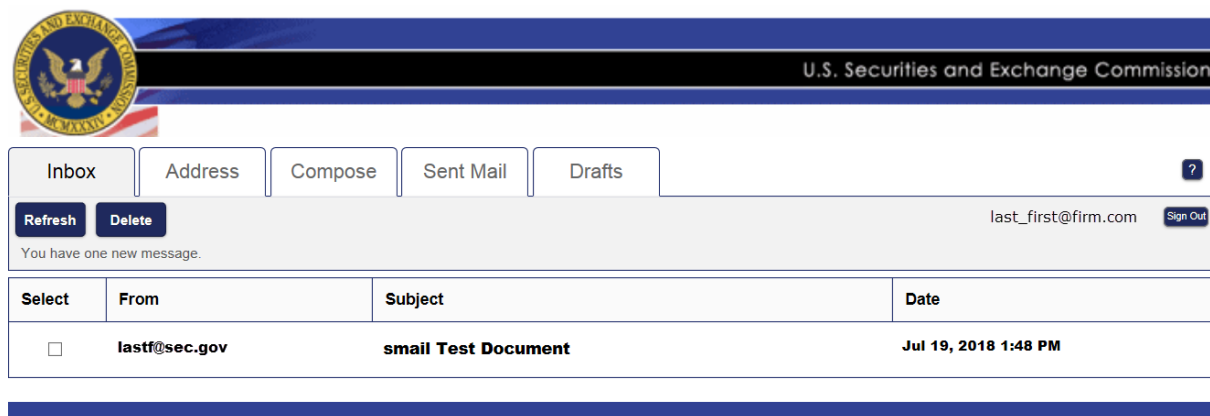


The screenshot shows the login page of the U.S. Securities and Exchange Commission's Secure Email Portal. At the top is the SEC logo and the text "U.S. Securities and Exchange Commission". Below this is a welcome message: "Welcome to the U.S. Securities and Exchange Commission's Secure Email Portal". The login form contains two input fields: "Email Address:" with the text "last_first@firm.com" and "Password:" with a masked password "*****". A blue "Sign In" button is to the right of the password field.

Log in using the password you just created, and click on the **Sign In** button.

Use Zixmail to Send and Receive Mail

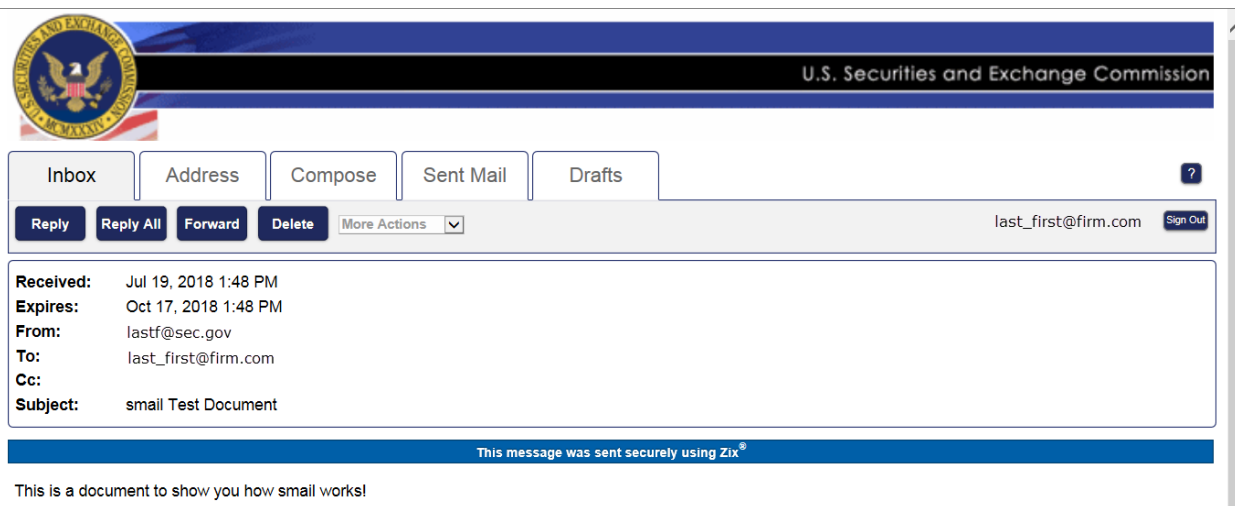
Now that you have logged in, you will see the main Zixmail interface.



The screenshot shows the main Zixmail interface. At the top is the SEC logo and the text "U.S. Securities and Exchange Commission". Below this is a navigation bar with tabs: "Inbox", "Address", "Compose", "Sent Mail", and "Drafts". Below the navigation bar is a status bar with "Refresh" and "Delete" buttons, a message count "You have one new message.", and a "Sign Out" button. Below the status bar is a table of messages:

Select	From	Subject	Date
<input type="checkbox"/>	lastf@sec.gov	smail Test Document	Jul 19, 2018 1:48 PM

Click on the message subject to open it.



The screenshot shows the Zixmail message view. At the top is the SEC logo and the text "U.S. Securities and Exchange Commission". Below this is a navigation bar with tabs: "Inbox", "Address", "Compose", "Sent Mail", and "Drafts". Below the navigation bar is a status bar with "Reply", "Reply All", "Forward", "Delete", and "More Actions" buttons, a message count "You have one new message.", and a "Sign Out" button. Below the status bar is a table of message details:

Select	From	Subject	Date
<input type="checkbox"/>	lastf@sec.gov	smail Test Document	Jul 19, 2018 1:48 PM

Below the table is a blue bar with the text "This message was sent securely using Zix®". Below the blue bar is the text "This is a document to show you how smail works!"

As you can see, once you have activated Zixmail, it works the same as any other web-based email tool. You can use it to send and receive email, keep an address book, save drafts, and store your sent mail, all while keeping sensitive information secure.